

### **Annex 17-X3 – Public Assistance**

Primary Agency: Illinois Emergency Management Agency (IEMA)

Support Agencies: Capital Development Board (CDB)  
Illinois Department of Labor (IDOL)  
Illinois Historic Preservation Agency (IHPA)

#### **I. Introduction**

##### **A. Purpose**

1. Provide operational guidance for State coordination of the federal Public Assistance Program.

##### **B. Scope**

1. This appendix applies to state agencies having a role in the coordination and distribution of federal Individual Public grants.
2. This appendix applies only in cases that warrant a federal disaster declaration.

##### **C. Policy**

1. Implementation of this annex will not supersede any AHJ's administrative protocols or policy concerning damage assessment.
2. Procedures for utilization, control and use will incorporate and/or consider operational priorities that include, but are not limited to, the protection of life, public health and safety, property protection, environmental protection, restoration of essential utilities, restoration of essential program functions and coordination as appropriate.
3. At the direction of the governor or designee, state agencies without a direct response role may be tasked with providing agency personnel in support of damage assessment operations.

##### **D. Situation Overview**

1. A disaster has occurred resulting in a Major Disaster Declaration – Public Assistance.

##### **E. Assumptions**

1. There will be disasters or emergencies in Illinois that will surpass the capabilities and resources of state and local agencies to recover.
2. Federal assistance will be needed to aid the state in recovery efforts following major disasters and emergencies.

3. The Public Assistance Program will be needed following a major disaster or emergency to restore the affected local community's infrastructure.
4. The Governor of Illinois will be responsible for requesting federal assistance.
5. The Illinois Emergency Management Agency will be responsible for administering the Public Assistance Program in Illinois.
6. A Preliminary Disaster Assessment (PDA) will be used to identify and determine the level of damage sustained by individuals, businesses, the public sector and the community as a whole. The PDA is the basis for the justification of requesting federal assistance.

## II. Concept of Operations

### A. General

1. Upon a Presidential Declaration of a Major Disaster or Emergency, the Illinois Emergency Management Agency will serve as grantee for any funds provided under the Public Assistance Program.
2. The Public Assistance Program will be administered in accordance with the IEMA Public Assistance Program Administrative Plan.

### B. Organization

1. Direction and Control
  - a) State agencies and external organizations retain operational control of damage assessment resources.
  - b) The SEOC is the single point of coordination for state support of damage assessment operations.
  - c) For the purposes of unity of command, coordination and management of the SEOC, the SEOC manager will transfer command to the state disaster recovery coordinator at the cessation of short-term recovery and continuation of intermediate and long-term recovery efforts.
- a) The Governor's Authorized Representative (GAO) will be empowered by the Governor to execute, on behalf of the state, all necessary documents for the disaster assistance programs.
- b) The Individual Assistance Officer (IAO) is responsible for the daily administration of the Individual Assistance Program.
- c) The State Public Assistance Group (SPAG) supervisor is responsible for the daily administration of the Public Assistance Program.

- d) The State Hazard Mitigation Officer (SHMO) is the person designated by the GAR as the individual responsible for all matters related to the administration of the Hazard Mitigation Grant Program (HMGP).
- e) The State Financial Management Officer (SFMO) is responsible for managing the financial activities of the programs.

## 2. Coordinating Elements

- a) Upon a declaration of a major disaster or emergency by the President, FEMA headquarters will appoint a Federal Coordinating Officer (FCO) to immediately take action to assure that federal assistance is provided in accordance with the declaration and applicable laws.
- b) A State Coordinating Officer (SCO) will be appointed by the Governor to act in cooperation with the Federal Coordinating Officer (FCO) to coordinate disaster recovery efforts of the state.
- c) The IAO coordinates with FEMA to implement the various disaster assistance programs that are included under an IA declaration.
- d) The IAO coordinates the state agencies that are involved in the delivery of the disaster assistance programs.
- e) The SFMO coordinates his/her work with the GAR.

## 3. Federal Coordination

- a) The SEOC will coordinate with FEMA for the administration of disaster assistance programs.
- b) Under a federal disaster declaration of a major disaster or emergency, primary and support agencies may coordinate with their federal counterparts when federal assistance is required.
- c) Programs available with a Major Disaster or Emergency declaration will be coordinated through a Joint Field Office (JFO) established by FEMA.

## III. Roles and Responsibilities

### A. Illinois Emergency Management Agency (IEMA)

- \_\_\_ 1) Determine necessity for and type of federal assistance to request.

- \_\_\_ 2) Coordinate with state and federal agencies at the time of a federal disaster declaration to ensure resources are available to individuals, families, and businesses in the affected areas.
  - \_\_\_ 3) Develop a request letter for the Governor's signature and compile data to support the request.
  - \_\_\_ 4) Recommend SCO and GAR for Governor's consideration.
  - \_\_\_ 5) Assign staff to coordinate the delivery of disaster assistance programs.
  - \_\_\_ 6) Inform support agencies and local officials of request for and approval/denial of federal assistance.
  - \_\_\_ 7) Coordinate public information activities related to the request for federal assistance.
  - \_\_\_ 8) Staff the JFO
  - \_\_\_ 9) Monitor disaster application activity on a daily basis to ensure all potential applicants have been reached through media efforts to advise of the timeline for filing for assistance and to possibly request an extension to the application period depending on the magnitude of the disaster.
- B. Capital Development Board (CDB)
- \_\_\_ 1) Oversee major repairs or replacement of state facilities following a disaster or emergency.
  - \_\_\_ 2) Oversee the removal of asbestos from state facilities and removal and replacement of leaking storage tanks on state property.
- C. Illinois Department of Labor (IDOL)
- \_\_\_ 1) Ensure that emergency work is done in compliance with the Illinois Prevailing Wage Act (820 ILCS 130/1) in regard to labor rates and standards for contracts using Public Assistance Program funds.
- D. Illinois Historic Preservation Agency (IHPA)
- \_\_\_ 1) Provide staff to the Public Works Team at the State Incident Response Center (SIRC) to assist in identifying and recommending treatment of known and potential significant historical, architectural, engineering and archaeological properties within the disaster area.
  - \_\_\_ 2) Provide technical cultural resources, architectural, engineering and archaeological staff that possesses the capabilities to identify and evaluate damage and to recommend prudent preservation approaches for affected historic resources.

- \_\_\_ 3) Provide legal clearance for emergency actions affecting historic resources.
- \_\_\_ 4) Maintain lists of architect/engineering firms and archaeological firms which could be contracted to perform damage assessment, design service or survey/excavation work on historic resources.

#### IV. Authorities and References

##### A. Authorities

1. The Robert T. Stafford Relief and Emergency Assistance Act (P. L. 93-288, as amended)
2. The Disaster Mitigation Act of 2000 (P. L. 106-390)
3. Post Katrina Emergency Management Reform Act of 2006 (P.L. 109-295)
4. Sandy Recovery Improvement Act of 2013 (P.L. 113-2)
5. National Historic Preservation Act (P.L. 89-665)
6. The Single Audit Act of 1984 (P. L. 98-502, as amended)
7. 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (for disasters on or after December 26, 2014)
8. 44 CFR Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and local Governments (for disasters on or before December 25, 2014)
9. 44 CFR Part 14, Administration of Grants: Audits of State and Local Governments (for disasters on or before December 25, 2014)
10. 44 CFR 206, Federal Disaster Assistance (for disasters on or after November 23, 1988)
11. The Illinois Emergency Management Agency Act (20 ILCS 3305/)
12. The Disaster Relief Act (15 ILCS 30/1-3)

##### B. References

1. Office of Management and Budget (OMB) Circular A-87, Cost Principles for State, Local and Indian Tribal Governments (for disasters on or before December 25, 2014)
2. Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations (for disasters on or before December 25, 2014)

3. Public Assistance Policy Digest, FEMA 321, January 2008
4. Public Assistance Guide, FEMA 322, July 2014
5. Public Assistance Applicant Handbook, FEMA 323, March 2010
6. Public Assistance Debris Management Guide, FEMA 325, July 2007
7. IEMA Public Assistance Program Administrative Plan, as amended